OFFICE SOFTWARE SPECIALIST
Proficiency Award
(AWARDED BY THE DEPARTMENT)

The Office Technologies Program is for students with little or no previous office training and who have immediate job goals in mind. This program can be completed in one semester. The Proficiency Award will be granted by the Department to a student receiving a grade of C or better in each course. All of the following required courses can be applied toward the Administrative Assistant program. *For more information contact: Dr. Diane Eberhardy (805) 678-5055 deberhardy@vcccd.edu.*

Required Core Courses		Units
CAOT R123	Microsoft Excel	3.0
	Advisories: CIS R020A	
CAOT R124	Microsoft Access	3.0
	Advisories: CIS R020A	
CAOT R129	Microsoft PowerPoint	3.0
	Advisories: CIS R020A	
CAOT R130	Microsoft Word	3.0
	Advisories: CIS R020A	

Total Required Units For the Award   12.0